Elaine Sheppard Bolt Ceramics Classes - Terms and Conditions

Payment
Payment for a block of classes, stand-alone workshop or course must be made in advance and at the time of placing a booking.

This course must be paid for in full when making your booking.

Cancellation
If you need to cancel your booking for any reason, including illness, some cancellation fees will be incurred. Cancellation fees are necessary as it is rarely possible for me to fill the space at short notice.

Cancelation fees:
- If you cancel up to 30 days before the class 90% of your payment will be refund
- If you cancel between 30 and 14 days before the class you will receive a 50% refund
- Cancellations less than 14 days before the start of the course will not be refunded
- If the participant fails to attend, the course fee cannot be refunded.

If you are able to find someone who can take your place for the whole course, you may be able transfer the booking to them. Please discuss this option with me if needed.

If for any reason I am unable to run the course, or it needs to be rescheduled, you will be offered the opportunity to have your place deferred to a later date or refunded in full.

Partial attendance
You must book for the whole course. If you need to miss a session during the course, I won't be able to offer an additional date or partial refunds. It's also difficult for me to recap content covered in missed sessions, so if you do miss a session that is part of a course, please be aware I won't be able to cover that topic for you as part of another session.

Studio rules
Please turn up on time and leave promptly.

If you are unwell and might pass it on to others, e.g. if you have flu or an infectious cough, please be mindful of your fellow students and don't risk passing it on. In this case, please don't attend.

You must clear and clean your working area and tools within the session time. I recommend allowing around 15 minutes at the end of the session for packing up unfinished work, cleaning up your area and tools, and I will encourage you to stop making and start cleaning where necessary.

At the start of any course I will guide students over other studio guidelines and procedures including heath and safety and good studio practice.

There are a limited number of parking spaces and if you are arriving by car, you may need to block others in, or be blocked in. Please be considerate of others and move your car if needed.

The studio has neighbours, so please leave quietly and be courteous to others using the drive and the road.

Finishing Work
You will be encouraged to complete all your ongoing projects within the time you have booked, to avoid leaving unfinished work.

Stand-alone workshops - these have clay and firing included within the course, though there are some limits to this - very large pieces and/or large quantities of work made may have to be charged a little extra. This will need to be discussed with me during the sessions but please note you may have to pay extra by weight if you make lots of work or very heavy work.

Regular classes - for these sessions, clay and firing is not included and is charged be weight. There may also be limits set on how much you make and want fired in a session. This is because recycling large quantities of clay is very time consuming and firing lots of pieces, sets of plates or very tall pieces can take up a disproportionate amount of space in the kiln. Please discuss with me if needed.

Please make sure you sign or stamp your work so that you can recognise and identify it once its fired.

I will aim to have finished work fired and available to collect within eight weeks of the end of the course or workshop. If finished ceramic work is not collected within 3 months of the end of the workshop or course I may have to dispose of it.

If you need to have the work posted to you, this can be done with an additional postage cost and the items will be packed well, but I cannot accept any responsibility for damage in transit.

Faults and breakages
Making ceramics always involves the risk of faults occurring or breakages happening at any stage. I will do my best to enable a positive outcome for your work, but the potential for cracks, glaze faults, breakages etc. must be born in mind and the studio cannot be held responsible for such risks.

I hope you will enjoy attending the workshops and leave energised with new ideas and enthusiasm.